

BUDGET GUIDELINES

FISCAL YEAR 2003-2004

**PURSUANT TO THE COMPREHENSIVE EDUCATIONAL
IMPROVEMENT AND FINANCING ACT OF 1996**



NEW JERSEY DEPARTMENT OF EDUCATION

DIVISION OF FINANCE

WILLIAM L. LIBRERA, Ed. D.

COMMISSIONER OF EDUCATION

STATE BOARD OF EDUCATION

MAUD DAHME.....	Annandale
President	
RONALD K. BUTCHER.....	Pitman
Vice President	
JEAN D. ALEXANDER.....	Absecon
MARGARET F. BARTLETT	Pine Beach
DEBRA CASHA.....	Kinnelon
KATHLEEN A. DIETZ.....	Hillsborough
ANNE S. DILLMAN	Perth Amboy
ORLANDO EDREIRA.....	Elizabeth
ARNOLD G. HYNDMAN	Belvidere
THELMA NAPOLEAN-SMITH.....	Trenton
SAMUEL J. PODIETZ	Lumberton
EDWARD TAYLOR.....	Somerdale
ROBERTA H. VAN ANDA	Rumson

William L. Librera, Ed.D., Commissioner of Education
Secretary, State Board of Education

SECTION I

<u>BUDGET PROCEDURES</u>	<u>PAGE</u>
CHANGES FOR 2003-04	1
INTRODUCTION	5
RESPONSIBILITIES	
1. District Responsibilities	7
2. Responsibilities of the County Superintendent	10
BUDGET SUBMISSION PROCEDURES and SAMPLE FORMS	
1. Preparation of the School District Budget Statement	
A. General Overview for Budget Completion	12
B. Budget Statement - Totals	13
C. Enrollments Section	13
Sample Reports	16
D. Revenues Section	21
Revenue Grid	24
E. Appropriations Section	27
F. Coding Appropriations Using the 2R2 Chart of Accounts as Modified by CEIFA	28
Appropriations Grid	46
G. Estimated Tuition Calculation	67
Sample Reports	70
H. Recapitulation of Balances	79
Sample Report	84
I. Advertised Per Pupil Cost Calcs	85
Sample Report	86

J. Expanded Coding	87
2. Preparation of the Supporting Documentation Packet	
A. Listing of Supporting Documentation Items	89
B. Instructions for Completion and Sample Forms	
(SD 0) Cover page	90
(SD 1) District Statement of Priorities	92
(SD 2) CCCS	94
(SD 3) Budgeted FTEs	96
(SD 4) Capital Outlay Projects	98
(SD 5) 3% General Fund Balance	101
(SD 6) Tuition	103
(SD 7) Budget Summary Form	108
(SD 8) Recapitulation of Selected Revenues	112
(SD 9) Excess Surplus	114
(SD 10&11) Corrective Action Plans for Level II/III Districts	116
(SD 12) Capital Reserve	120
(SD 14) Non-Remote and Non-Public Busing	124
(SD 15) Early Childhood Program Aid	126
(SD 16) Demonstrably Effective Program Aid	130
(SD 17) Distance Learning Network Aid	134
(SD 18) Instructional Supplement Aid	136
(SD 19) Unexpended Bond Proceeds	138
3. Misc Sample Reports and Budget Review Checklist	
A. Sample Employee Benefits Summary Comparison	140
B. Sample Letter of Transmittal	142
C. Sample of District Budget Statement Certifications	144
D. Sample Ballot Questions	146
E. Sample Statement of Purpose for Capital Reserve Withdrawals/Deposits for Excess Costs and Other Capital Projects (non-referendum projects)	147
F. Sample Statement for Approval to Use Surplus or Capital Reserve for Approved Referendum Projects	149
G. County Superintendent Checklist	150

SECTION II

MINIMUM TAX LEVY/SPENDING GROWTH LIMITATION ADJUSTMENTS

A.	Overview	153
B.	Net Budget Cap Worksheet	155
C.	Cap Banking	158
D.	Minimum Tax Levy Calculation	161
E.	Determining District Status Within the T&E Range	164
F.	Statutory Growth Limitation Adjustments	166
	1. Enrollment SGLA	166
	2. Capital Outlay SGLA	170
	3. Pupil Transportation SGLA	173
	4. Special Education SGLA	176
	5. Opening a New School Facility SGLA	179
G.	Commissioner Growth Limitation Adjustments	189
	1. Use of Early Childhood Program Aid	189
	2. Use of Demonstrably Effective Program Aid	191
	3. Increase in Tuition	193
H/I.	Report of Maximum Permitted Net Budget After Spending Growth Limitation Adjustments & Decision Criteria	195
J.	Spending Growth Limitation Adjustment Appeals	199
K	Public Hearing	199
L-N.	Responsibilities of Boards of Education, County Superintendent, & Commissioner	199
O.	Additional Spending Proposals	201

SECTION III

CERTIFICATE AND REPORT OF SCHOOL TAXES (FORM A4F)

A.	General Instructions for Completion	205
B.	Type II School Districts W/O a Board of School Estimate, Non-Regional Districts Which Budget for Grades K-12 and Constituent Districts of Regional HS Districts	205
C-F.	Regional School Districts Consolidated School Districts Districts With Defeated Budgets Type I and Type II Districts With a Board of School Estimate	207
G.	Sample Certificate & Report of School Taxes (A4F)	211

SECTION IV

DEFEATED/REDUCED BUDGET PROCEDURES

A.	Overview	213
	APPENDIX A - Explanatory Notes - Per Pupil Cost Calcs	A1
	APPENDIX B - Explanatory Notes - State Aid Printouts	B1
	APPENDIX C – Demonstrably Effective Programs/Services Descriptions	C1
	APPENDIX D – Accounting for State Aid Adjustments	D1
	APPENDIX E – Required Documentation to Support Estimated Fund Balance	E1